



# STARS

Student Tracking and Reporting System

**Graduation/Promotion/Retention Guide**  
**eSIS version 11.1**  
**Version 2**

**Updated on:**  
**6/22/2009**



## Graduation/Promotion

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## 1. Verify student graduation status

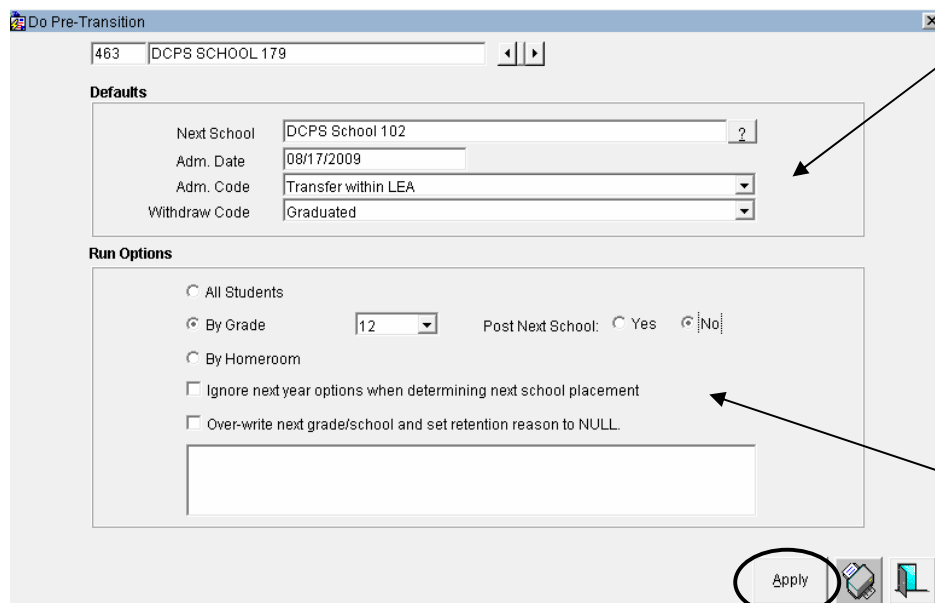
Run the **DCPS Graduates Report** located in the DCPS Most Common Reports folder.

**Navigation Path:** *Reports > Folder 00 DCPS Most Common Reports > DCPS Graduates Report*

## 2. Pre-transition for graduating seniors

Once you have the list of students who will be graduating, you will need to pre-transition your 12<sup>th</sup> graders by entering the appropriate fields on the Do Pre-Transition screen.

**Navigation Path:** *School > Pre-Transition > Do Pre- Transition*



### Defaults:

**Next School:** Enter your school

**Adm. Date:** 08/17/2009

**Adm. Code:** Transfer within LEA

**Withdraw Code:** Graduated

### Run Options:

Select By Grade: 12

Post Next School: No

After entering the Default fields and the Run Options click the  **Apply** button.



### 3. Updating student diploma date fields.

There are two ways the Diploma Met Date may be entered for students: 1) on the Diploma Screen and 2) using Mass Updates.

#### a) Diploma Met and Issued Date on Diploma Screen

The Diploma Met and Diploma Issued fields can be found by clicking the Diploma Dates button on the Diploma Screen. Enter the last day of school, 06/15/2009 in both fields and save.

Option	Req'd	Earned	Needed	Assoc CDP
For Diploma	23.500	20.000	3.500	
Compulsory	19.000	15.500	3.500	
Optional	4.500	4.500		
English	4.00	3.00	1.00	
Science	2.00	2.00	0.00	
Math	2.00	2.00	0.00	
Algebra	1.00	1.00	0.00	
Lab Science	1.00	1.00	0.00	
DC Government	0.50	0.00	0.50	
U.S. Government	0.50	0.50	0.00	
U.S. History	1.00	1.00	0.00	

Eqv. Credits Granted : 0.000      Total To Date : 21.748

**Diploma Dates**

Diploma Met: 06/15/2009

Diploma Issued: 06/15/2009

Certificate of Initial Mastery (CIM):

Projected Grad Year:

Gr.9 Entry Date: 08/25/2007

Date of First Entry to State High School: 08/24/2007

Grade at First Entry to State High School: Gr. 09



## Graduation/Promotion

### b) Mass Updates, Single-Value Screen.

The Mass Updates utility may be used to update groups of students all at once. Be extremely careful if you use this screen to ensure that you are updating the correct students with the correct information.

**START > School > Mass Updates > Mass Update, Single-Value**

1. Run your extract for grade 12 students, Click Extract > Click Clear Extract Criteria button  
Select grade 12 > Run Extract > Select Go back > Exit through the door to return to the Mass Update Single Value screen.
2. In the Checked column, all students are checked by default. Clicking the Toggle button will turn off all checks. Uncheck the students that do not appear on the Graduates Report. OR click the toggle button to uncheck all students and check only the students that appear on the Graduates Report.
3. In Field to Update, select **Diploma Granted Date**. This will update the student's diploma screen with this date.
4. In Update Value field, enter **06/15/2009** (the last day of school).
5. Click the Update button. **Your data will not be updated unless you click the Update button.**
6. Save.

Checked	Pupil Number	Legal Last Name	Legal First Name
<input checked="" type="checkbox"/>	8083351	Allee	Justin
<input checked="" type="checkbox"/>	8208134	Jones H	Jonathan
<input checked="" type="checkbox"/>	8214021	Mann	Christian
<input checked="" type="checkbox"/>	8219732	Martin D	Denis
<input checked="" type="checkbox"/>	8312747	Hensley	Christina
<input checked="" type="checkbox"/>	8317485	Taylor	Larry
<input checked="" type="checkbox"/>	8339122	Doeberl	Donald
<input checked="" type="checkbox"/>	8350073	Stifler S	Brian
<input checked="" type="checkbox"/>	8370167	Taylor	Delonta
<input checked="" type="checkbox"/>	8391342	Pendry	Suzannah
<input checked="" type="checkbox"/>	8391461	Lantry-Corpora	Claire
<input checked="" type="checkbox"/>	8392460	Grubisha Vida	Jennifer
<input checked="" type="checkbox"/>	8393818	Adileh	Jairo
<input checked="" type="checkbox"/>	8406961	Kocher	Sharifa
<input checked="" type="checkbox"/>	8408712	Hunt	Ravon
<input checked="" type="checkbox"/>	8409984	Blaisedell	Donte
<input checked="" type="checkbox"/>	8415844	Hicks	Mercedes
<input checked="" type="checkbox"/>	8418586	Allen E	Michael
<input checked="" type="checkbox"/>	8419587	Thomas	Cipriano

Category: Demographic

Field To Update: Diploma Granted Date

Update Value: 06/15/2009

Toggle: Students are from the most recent extract

Buttons: Extract, Update, ADD, DEL, Navigation icons



## Graduation/Promotion

8. In Field to Update, select **Diploma Issued Date**. This will update the student's graduation date on the transcript.
9. In Update Value field, enter **06/15/2009** (the last day of school).
10. Click the Update button. **Your data will not be updated unless you click the Update button.**
11. Save.

Mass Update Single Value

Checked	Pupil Number	Legal Last Name	Legal First Name
<input checked="" type="checkbox"/>	8083351	Allee	Justin
<input checked="" type="checkbox"/>	8208134	Jones H	Jonathan
<input checked="" type="checkbox"/>	8214021	Mann	Christian
<input checked="" type="checkbox"/>	8219732	Martin D	Denis
<input checked="" type="checkbox"/>	8312747	Hensley	Christina
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<input checked="" type="checkbox"/>	8419587	Thomas	Cipriano

Category: Demographic

Field To Update: Diploma Issued Date

Update Value: 06/15/2009

Toggle: Students are from the most recent extract

Buttons: Extract, Update, ADD, DEL, [Navigation icons]



### 4. Update pre-transition list

**Navigation Path:** School > Pre-Transition > Pre-Transition List

After you have entered Diploma Dates for each graduating student, you will need to verify the Next Grade and Next School on the Pre-Transition List for all seniors. You will also need to retain the students that failed to meet credit requirements for promotion to the next grade.

The Pre-Transition List should display all seniors with a **Nx Gr field:** "G", **Nx Sch field:** blank **Transition Withdraw Code:** Graduated. For all students who are graduating, these settings are correct and will result in the withdrawal of that senior from your school during YET. Verify these settings for each of the graduating seniors.

Students in grade CE who received a certificate, **Nx Gr field:** "CE"; they are not moved to G, **Nx Sch field:** blank, **Transition Withdraw Code:** Certificate of IEP or Certificate of Attainment.

12<sup>th</sup> grade students who will be retained will need their record adjusted with **Nx Gr field:** "12", **Nx Sch field:** current school, **Retention Reason:** Failed Credit Requirement, delete the Transition Withdraw Code.

Students in grades 9-12 that failed to meet the credit requirements for promotion: **Nx Gr field:** student's current grade, **Nx Sch field:** current school, **Retention Reason:** Failed Credit Requirement

**For the Default Admission Date field use 08/17/2009 and Transfer Within LEA for the Default Admission Code field.**

Student Pre-Transition List

63 DCPS SCHOOL 179

☐ Students Remaining ☐ Students Leaving ☐ Students Coming ☒ Students Active

CURRENT YEAR INFORMATION						NEXT YEAR INFORMATION-->					
Student Name	Pupil No.	Hrm1	Hrm 2	Gr.	Sch.	Nx Gr	Nx Sch.	Nx Hrm1	Nx Hrm 2		
antry-Corpora, Claire	8391461	316	316	12	463	G	?		?		
Jew P, Rene	9020668	330	330	12	463	G	?		?		
loom Jr, Stanley	9030833	301	301	12	463	G	?		?		
arrar, Max Clemens	9025285	320	320	12	463	G	?		?		
etzer, Patrick	9010989	202	202	12	463	G	?		?		
Velch J, Langston	9017946	307	307	12	463	G	?		?		
itraw, Amelia	9006677	301	301	12	463	G	?		?		
itouffer, Annie Rose	9006679	307	307	12	463	G	?		?		
egister, Michele	9006685	302	302	12	463	G	?		?		
omlinson, Andrew Mitche	9006687	313	313	12	463	G	?		?		
loreiko, Kathleen	9006715	327	327	12	463	G	?		?		
itikeather, Samuel	9006764	313	313	12	463	G	?		?		
Vishon II, Reginald	8507158	316	316	12	463	G	?		?		
itouffer, Benjamin	9002217	307	307	12	463	G	?		?		

er the default admission date & reason for students that will transition to a new school

Default Admission Date: 08/17/2009

Default Admission Code: Transfer within LEA

